



Promethean **ActivEngage** Mobile

Startup Guide



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Promethean ActivEngage Mobile

About this guide

This guide describes how to install and set up ActivEngage Server, where to obtain the Promethean ActivEngage Mobile client app, and shows how to use the Promethean ActivEngage Mobile client with ActivInspire or Promethean ActivOffice.

The guide is in five parts:

1 – WHAT IS PROMETHEAN ACTIVENGAGE MOBILE?

This section briefly introduces the product and places it in context with other parts of the ActivEngage software suite.

2 – INSTALLATION AND SETUP

This section is for teachers and network administrators who need to install:

- ActivEngage Server Edition on one or more computers.
- Promethean ActivEngage Mobile client on mobile devices.

This section:

- Introduces the ActivEngage system.
- Presents several solutions for enabling clients to connect and communicate over the network.
- Lists what's included in the software, and draws attention to other items that may be required during installation.
- Contains step-by-step instructions for:
 - Installing the ActivDriver.
 - Installing and setting up the ActivEngage Server.
 - Connecting to a virtual ActivHub.
- Details of where to obtain the Promethean ActivEngage Mobile client.

3 – QUICK START GUIDE

This section is for teachers who want to use Promethean ActivEngage Mobile clients in the classroom.

This section:

- Shows how to register mobile devices in ActivInspire and Promethean ActivOffice.
- Introduces the different types of voting sessions available:
 - ExpressPoll for ad-hoc questions.
 - Prepared questions for structured learning.
 - Self-Paced questions for tests or individual journeys of discovery.
- Briefly describes ways to display voting results.

4 – APP GUIDE

This section is for teachers and learners. It gives a visual overview of how to use the Promethean ActivEngage Mobile Client app.

5 – MORE INFORMATION

This section provides links to additional information, help and support available from Promethean.

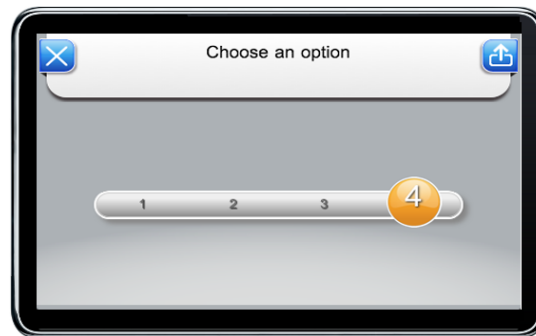
What is Promethean ActivEngage Mobile?

Promethean ActivEngage Mobile is the latest addition to the ActivEngage software suite, and to Promethean's family of Learner Response Systems for the ActivClassroom. It consists of client software that enables learners to use mobile devices to send responses to ActivInspire or Promethean ActivOffice.

To use the Promethean ActivEngage Mobile client on a network, the ActivEngage Server Edition must also be installed and set up.

The Promethean ActivEngage Mobile client can be used side-by-side with ActivEngage Desktop clients for Windows and Mac, as well as with ActivExpression devices.

Teachers ask questions with ActivInspire or Promethean ActivOffice, learners enter responses on their devices and send them to the teacher.



Depending on the type of question, learners can:

- Enter their answer as text.
- Enter numbers.
- Select one or more answers to a multiple choice question.
- Answer true/false and yes/no questions.
- Sort lists into order.
- Express their level of confidence or agreement.

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VOTING SESSIONS

Teachers can hold three types of voting session with ActivInspire and Promethean ActivOffice.

ExpressPoll

All learners answer a quick or ad hoc question at the same time. Teachers can hold an ExpressPoll at any time to ask a question and an optional follow-on question.

For more information, see [ExpressPoll](#) in the [Quick Start Guide](#) section.

Prepared questions

Teachers can insert one question and an optional follow-on question into each flipchart page or slide. The question appears on the flipchart page or slide, and as for ExpressPoll, all learners answer the same question at the same time.

For more information, see [Prepared questions](#) in the [Quick Start Guide](#) section.

Self-Paced Question Sets

Questions in Self-Paced Question Sets *do not* appear on the page or slide, instead they are:

- Embedded within the page or slide.
- Sent to each learner's device one question at a time.

The page or slide itself only shows whatever information about the set or test teachers want their learners to see.

Each learner works through the question set at their own pace.

For more information, see [Self-Paced Question Sets](#) in the [Quick Start Guide](#) section.

RESULTS

The results for each voting session are recorded in ActivInspire or Promethean ActivOffice.

Results can be:

- Displayed in a number of different formats on the teacher's computer, or on the board.
- Retrieved later for analysis.
- Exported to Excel®.

For more information, see [Voting results](#) in the [Quick Start Guide](#) section.

Installation and setup

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This part of the Startup Guide is about:

- Installing the ActivEngage Server software.
- Setting up an ActivEngage Server.
- Downloading the Promethean ActivEngage Mobile client.

Overview

The ActivEngage Server software runs either on a central network server, or on individual teachers' computers.

In this guide, we call the computer on which the server software is installed 'the server', and the mobile device on which the Promethean ActivEngage Mobile client software is installed 'the client'.

The server can run on Windows and Mac computers. Both client and server must be able to access the same network.

Both teachers and learners connect to virtual ActivHubs to allow them to communicate electronically over the network. One computer can have multiple virtual ActivHubs. This means that an teacher could, for example, create one virtual ActivHub for each group of learners or for each subject.

Clients need to be registered on the correct virtual ActivHub to take part in activities. Each virtual ActivHub requires learners to enter a 3-letter PIN on the mobile device to connect.

When learners take their mobile devices to another classroom, meeting room, or lecture theatre, they can easily connect to the appropriate virtual ActivHub for that location.

The connection method depends on the network setup, and will be one of the following:

- Method 1 - Learners select another virtual ActivHub from the list on their device, then enter the PIN to connect to that virtual ActivHub.
- Method 2 - Learners simply enter the PIN to connect the virtual ActivHub.

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Before you begin



We assume that you intend to run the server software over an established IP network, and that you are familiar with its management and configuration.

The software works better if your network uses either of the following:

- Static host names
- Dynamic or static IP addresses assigned by Dynamic Host Control Protocol (DHCP)

WHAT'S INCLUDED WITH THE SOFTWARE?

The ActivEngage Server Edition software consists of the following:

	Windows 	Mac 
ActivDriver	5.4 or later Choose either the 32-bit or 64-bit version, depending on your operating system.	5.5.3.7 or later
ActivEngage Server	20.3 or later	

You can download the server software and driver from www.PrometheanPlanet.com/ActivEngage.

Make a note of the location to which you download the software for future reference.

The Promethean ActivEngage Mobile client software consists of apps for the following mobile operating systems and devices:

Apple	Android
iPhone 4 – iOS 4.3.3 iPhone 3GS – iOS 4.3.3 iPhone 3G – iOS 4.2.1 iPod Touch 4th Gen – iOS 4.3.3 iPod Touch 3rd Gen – iOS 4.3.3 iPod Touch 2nd Gen – iOS 4.2.1	Android 2.1 Android 2.2 Android 2.3



For details of how to download the correct client software for a particular type of device and operating system version, go to www.PrometheanPlanet.com/ActivEngage.

If you have a Promethean ActivEngage Mobile licence for one or more classes (twenty-five or more clients), you may also be entitled to install one or more copies of the following:

- ActivInspire Professional Edition
- Promethean ActivOffice (Windows only)

Please refer to your Promethean ActivEngage Mobile End User Licence Agreement for details.

ACTIVENGAGE SERVER REQUIREMENTS

Windows 	Mac 
Windows XP SP3 32-bit and 64-bit Windows Vista SP1 32-bit and 64-bit Windows 7 32-bit and 64-bit Windows Server 2003 32-bit and 64-bit Windows Server 2003 R2 32-bit and 64-bit Windows Server 2008 R2 32-bit and 64-bit	Mac OS X 10.5.5 Intel 32-bit Mac OS X 10.6.0 Intel 64-bit Mac OS X Server 10.6.0 Server Intel 64-bit

WHAT YOU MAY ALSO NEED

You may also need the following before you install and set up the server software:

- Full admin access to the computer/s on which you are going to install the software.
- Host name of the computer to be set up as the server.
- Network IP address of the computer to be set up as the server.
- Defined port numbers that are available for use.
- A valid serial number. This is required if you want to run more than three clients on your network.

ActivEngage Server installation

This section takes you step by step through installing an ActivEngage Server.

INSTALLING THE ACTIVDRIVER

You need to install the ActivDriver on any Windows or Mac computers on which you will install the ActivEngage Server.

Windows computers

On the computer on which you will install the ActivEngage Server:

1. Launch the ActivDriver setup.exe file. The InstallShield Wizard opens.
2. Click **Next >**. The 'Setup Type' dialog opens.
3. Read the descriptions and select the Setup Type suitable for your network:
 - ActivDriver USB only
 - ActivDriver USB + Serial
4. Click **Next >**. The 'Ready to Install the Program' dialog opens.
5. When you are ready to begin, click **Install**. A progress dialog opens and shows the installation status.
6. When the ActivDriver installation is complete, click **Finish**. The ActivManager icon appears in the Windows tool tray:



ActivManager has detected one or more Promethean devices.

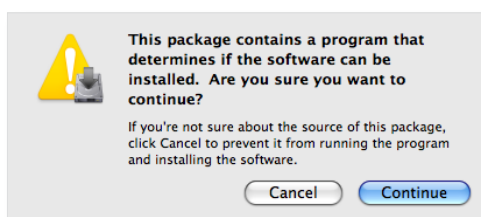


ActivManager has not detected any Promethean devices.

Mac computers

On the computer on which you will install the ActivEngage Server:

1. Open the volume ActivDriver.dmg. The volume contains the ActivDriver package.
2. Launch the package ActivDriver.pkg. A warning dialog opens.



3. Click **Continue**. A dialog opens prompting you to select the install location or accept the default.
4. Click **Install** to install to the default folder, or click **Change Install Location...** to browse to another location, and click **Continue**, then **Install**. A confirmation dialog opens, requesting you to type in your password.
5. Type in your password and click **OK** to install the software.
6. When the installation has completed successfully, click **Close**. The ActivManager icon appears in the Mac menu bar:



ActivManager has detected one or more Promethean devices.



ActivManager has not detected any Promethean devices.

INSTALLING THE ACTIVENGAGE SERVER

You can install the ActivEngage Server on Windows or Mac computers.

Windows computers

1. Launch the ActivEngage Server setup.exe file. The InstallShield Wizard opens.
2. Click **Next >**. The 'License Agreement' dialog opens.
3. Select the **Accept** radio button. This enables the **Next >** button. Click **Next >** to accept the terms of the license agreement. The 'Destination Folder' dialog opens.

If you do not accept the terms, click **Cancel**.

4. Click **Next** to accept the default location, or click **Change...** to browse to another location and then click **Next >**. If you are installing ActivEngage Server for the first time, the 'Setup Type' dialog opens.

If you are upgrading, this dialog does not open. Go straight to step 6.

5. Read the descriptions and select the Setup Type suitable for your network:

- Basic Mode (default)
- Advanced Mode

The 'Destination Folder' dialog opens.

6. Click **Next >** to install to the default folder, or click **Change...** to browse to another location. The 'Ready to Install the Program' dialog opens.

7. To continue the installation, click **Install**. A progress dialog opens.

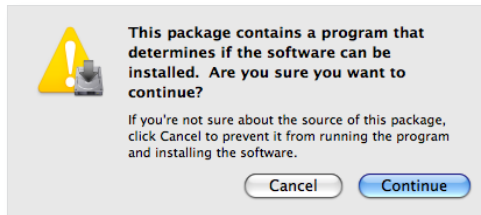
Alternatively, click **< Back** to review your choices, or click **Cancel** to cancel the installation.

8. When the installation is complete, the 'InstallShield Wizard Completed' dialog opens. Click **Finish** to close the dialog.

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Mac computers

1. Open the volume ActivEngageServer.dmg. The volume contains the ActivEngage Server package.
2. Launch the package ActivEngageServer.pkg. A warning dialog opens.



3. Click **Continue**. The ActivEngage Server Installer opens.
4. Read the text and click **Continue** to proceed. The 'Software License Agreement' opens.
5. Read the license and click **Continue**. A confirmation dialog opens, asking you to confirm that you agree with the terms of the license.
6. To accept, click **Agree**, or **Disagree** to quit. If you click **Agree**, the 'Setup Type' dialog opens.
7. Read the descriptions and select the Setup Type suitable for your network:
 - Basic Mode (default)
 - Advanced ModeA dialog opens prompting you to select the install location or accept the default.
8. Click **Install** to install to the default folder, or click **Change Install Location...** to browse to another location, and click **Continue**, then **Install**. A confirmation dialog opens, requesting you to type in your password.
9. Type in your password and click **OK** to install the software.
10. When the installation has completed successfully, click **Close**.

ActivEngage Server setup

Depending on your network configuration, you may need to complete additional tasks to complete the server setup.

The following table describes the circumstances in which you need to complete each task.

Click a link to go to the related information.



Tasks and links	Description
Registering the Server license	Only required if one of the following applies: <ul style="list-style-type: none">You are installing ActivEngage Server for the first time.You want to increase the number of licenses.
Editing the default virtual ActivHub	Only required if the default naming convention is not suitable for your institution.
Creating additional virtual ActivHubs	Only required if you require multiple virtual ActivHubs on your network, for example, if you want to use different virtual ActivHubs for different subjects or study groups.
Selecting Distributed or Centralised Directory	Only required if you are upgrading from ActivEngage Server 1.0 <i>and</i> you want to change from your previous discovery method.

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REGISTERING THE ACTIVENGAGE SERVER LICENSE

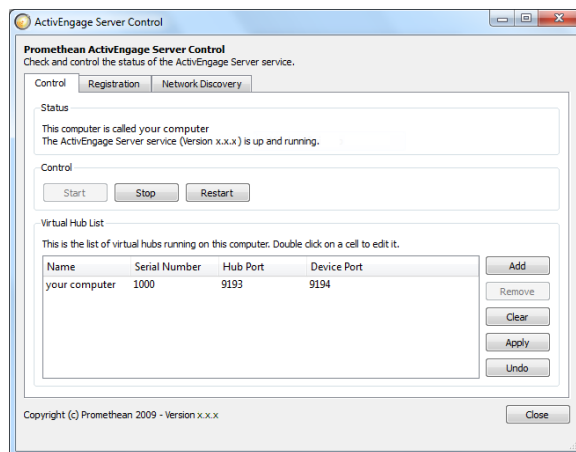
Without a license, only 3 clients can connect to the server. To enable more clients to connect, you may need to purchase a license and register that license on the server.

Make sure that you have your 24-digit alphanumeric serial number before you begin.

1. In the Windows taskbar or Mac menubar, click **ActivManager**  or .
2. Select **ActivEngage Server** from the Context Menu. ActivEngage Server Control opens. It displays the default virtual ActivHub entry that was created automatically when you installed the server.

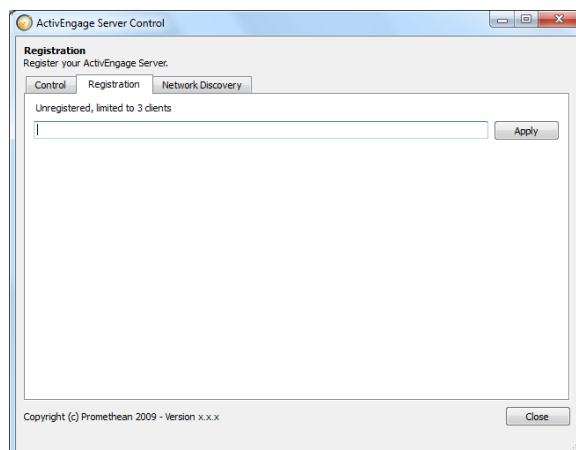
The default virtual ActivHub has the same name as the computer.

You can edit this entry later, and create additional virtual ActivHubs if required.



If you are not an administrator of your computer, a dialog opens indicating that the program requires administration privileges to continue. In this case, contact your IT support.

3. In ActivEngage Server Control, select the 'Registration' tab.

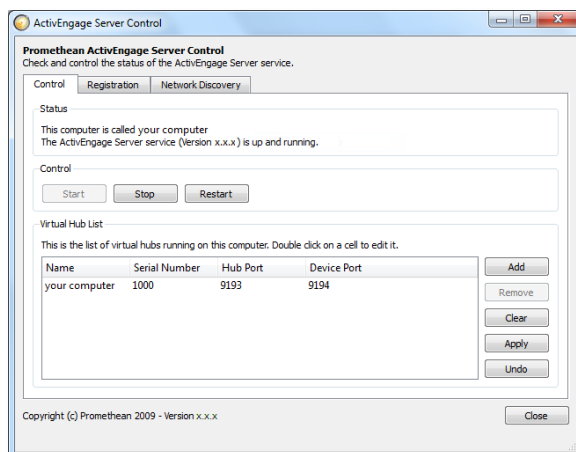


4. Click in the license field, enter your serial number, then click **Apply**.
 - If the serial number was entered correctly a confirmation dialog opens, reminding you to restart the service.
 - If the serial number was entered incorrectly, the 'Invalid license key' dialog opens. Click **OK**, check the number, then try again.
5. In the dialog, click **OK**. The display now shows the type of license and the maximum number of users.

EDITING THE DEFAULT VIRTUAL ACTIVHUB

You only need to complete these steps if the default naming convention is not suitable for your institution.

1. In ActivEngage Server Control, select the 'Control' tab.



2. You can change any part of the virtual ActivHub entry. Double-click the part you want to change and enter the new details.
3. Use the default numbers if the default serial numbering and port numbering scheme does not clash with any already allocated ports.

If your organisation uses a numbering convention for TCP/IP ports, edit the **Serial Number**, **Hub Port** and **Device Port** entries to match that convention.

The details you enter in this dialog may also be required later, when you set up a client connection.

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Please use the following table to record the details.

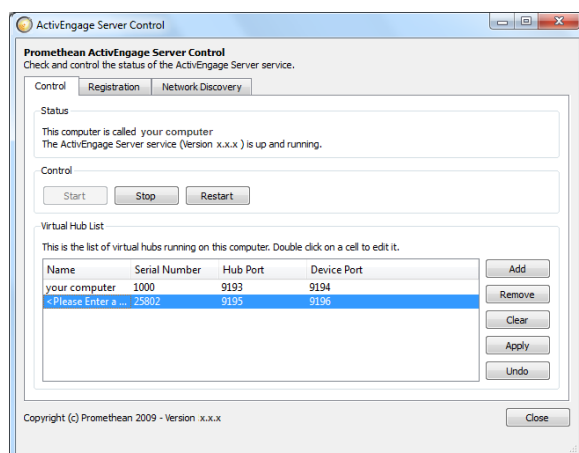
Host Name	
IP Address	
ActivHub Name	
ActivHub Port	
Device Port	

4. Click **Apply** to save the changes, a confirmation dialog opens.
5. Click **Yes** to confirm that you want to save the changes. An information dialog opens, reminding you that the changes will become effective when the service starts.
6. Click **Yes**. A dialog opens, reminding you to close ActivInspire or Promethean ActivOffice before you proceed.
7. Click **Yes**. The ActivEngage Server service is stopped and automatically restarted.

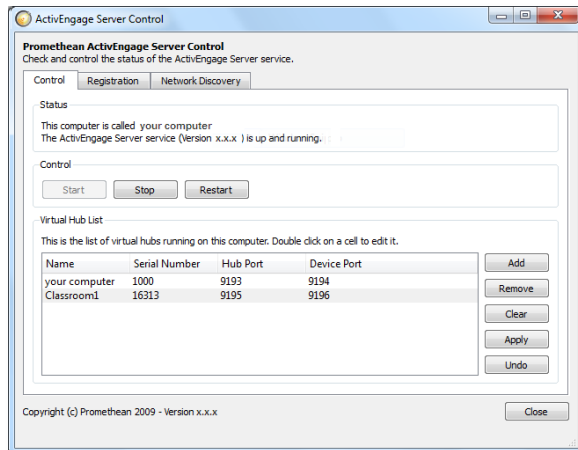
CREATING ADDITIONAL VIRTUAL ACTIVHUBS

You only need to complete these steps if you require additional virtual ActivHubs, for example, if you want to use different virtual ActivHubs for different subjects or study groups.

1. In ActivEngage Server Control, select the 'Control' tab.
2. Click **Add**. This creates a new default entry which is highlighted and ready for editing, prompting you to 'Please Enter a Name'.



3. Enter a new name for the virtual ActivHub, for example, 'Classroom1'.



4. Use the default numbers if the default serial numbering and port numbering scheme does not clash with any already allocated ports.

If your organisation uses a numbering convention for TCP/IP ports, double-click and edit the Serial Number, Hub Port and Device Port entries to match that convention.

The details you enter in this dialog may also be required later, when you set up a client connection.

Please use the following table to record the details.

Host Name	
IP Address	
ActivHub Name	
ActivHub Port	
Device Port	

To create additional virtual ActivHubs on this computer, repeat steps 1 to 4. Each new virtual ActivHub is created with the default name 'Please Enter a Name' highlighted, prompting you to change the name. The port numbers increase incrementally to avoid duplication.

5. Click **Apply** to save the changes, a confirmation dialog opens. Click **Yes** to confirm that you want to save the changes. An information dialog opens, reminding you that the changes will become effective when the service starts.
6. Click **Yes**. A dialog opens, reminding you to close ActivInspire or Promethean ActivOffice before you proceed.
7. Click **Yes**. The ActivEngage Server service is stopped and automatically restarted.

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SELECTING DISTRIBUTED OR CENTRALISED DIRECTORY

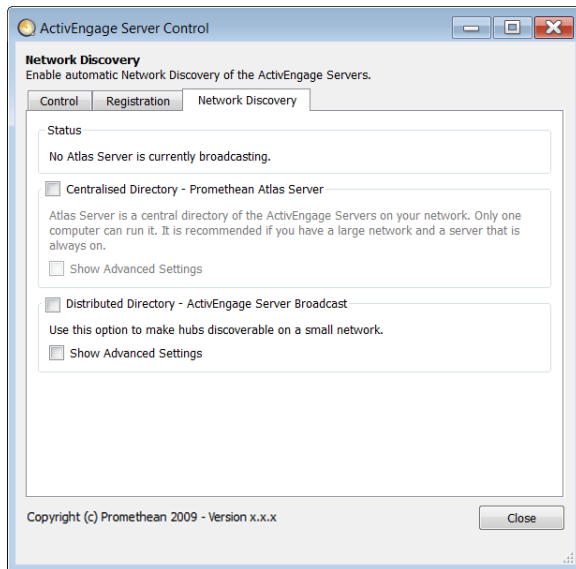
Discovery of available virtual ActivHubs on the network can be automated or manual, depending on your organisation's network configuration and policies.

Here we briefly outline the available discovery options, before taking you through the process of switching.

Option	Description
Distributed Directory	<ul style="list-style-type: none">• Suitable for small networks, for example in a single building, where the server software is installed on individual teachers' computers.• Enables Promethean ActivEngage Server Broadcasting which makes virtual ActivHubs discoverable through a broadcast service.• Enabled when you install the Promethean ActivEngage Server in Basic Mode.
Centralised Directory	<ul style="list-style-type: none">• Suitable for larger networks where the server software is installed on one or more central computers. Also recommended for networks spanning several educational institutions, for example, a collection of schools in a district or a group of faculties on a campus spread across several buildings, and for teachers with mobile computers.• Enables learners to connect to the required virtual ActivHub automatically based upon PIN entry.• Creates a central directory of all the Promethean ActivEngage Servers on the network.• Enabled when you install the Promethean ActivEngage Server in Advanced Mode.

After completing the server upgrade installation, you can manually switch to Distributed or Centralised Directory.

1. In ActivEngage Server Control, select the 'Network Discovery' tab.



2. Check either **Centralised Directory - Promethean Atlas Server**, or **Distributed Directory - ActivEngage Server Broadcast**.

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CONNECTING TO A VIRTUAL ACTIVHUB

What you do next depends on your network configuration.

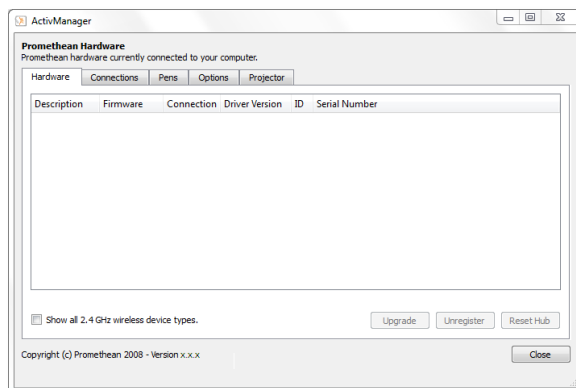
The following table describes in which circumstances you need to complete each task.

Tasks	Description
Choosing a virtual ActivHub to connect to	Required for all network discovery modes.
Setting up a manual connection	Only required if your organisation <i>uses neither</i> of the following: <ul style="list-style-type: none">• Centralised Directory• Distributed Directory

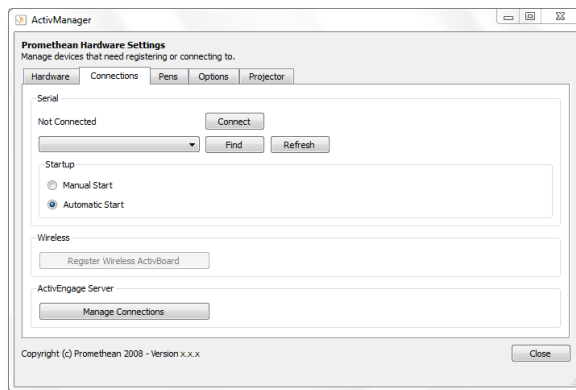
Choosing a virtual ActivHub to connect to

ActivManager can detect which virtual ActivHubs are available. All you have to do is choose which virtual ActivHub you want to connect to.

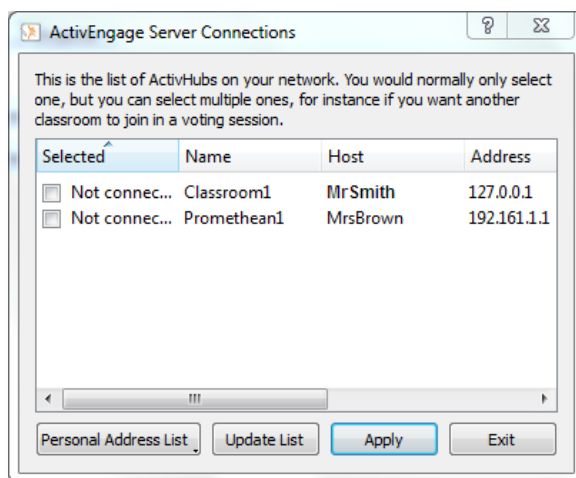
1. Click **ActivManager**  and select **Control Panel** from the Context Menu.
ActivManager opens.



2. Select the 'Connections' tab.



3. Click **Manage Connections**. The 'ActivEngage Server Connections' dialog opens. It shows all available virtual ActivHubs.

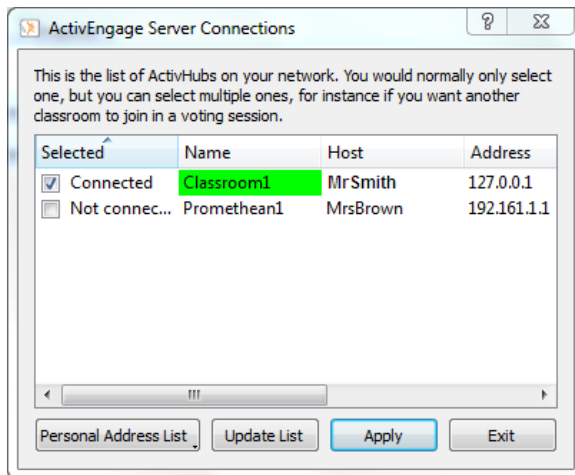


4. Check the 'Selected' box next to your chosen virtual ActivHub and click **Apply**.

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Two things happen:

- A check mark and the word 'Connected' appear next to the virtual ActivHub, which is highlighted Green.
- A Popup message indicates that ActivManager has found one device.



You can use the horizontal scrollbar to see more information about the virtual ActivHub.

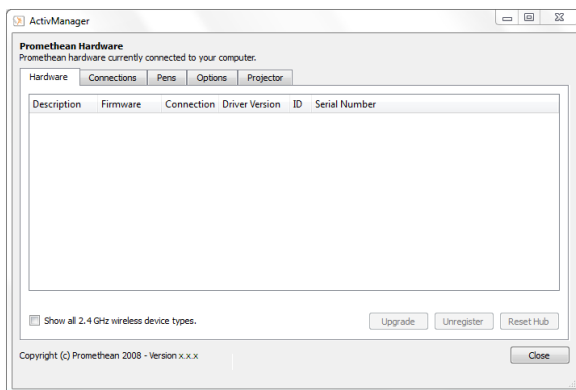
If the virtual ActivHub is highlighted:

- Yellow - the virtual ActivHub may be unavailable for one of the following reasons:
 - It is already in use by another teacher.
 - It is unavailable due to network issues.
 - The details of the virtual ActivHub have changed since the last time you connected to it.
- Red - the virtual ActivHub exists but is currently not available.
- Blue - the virtual ActivHub exists but some of the details have changed since the last time you connected to it. This could be because your network uses dynamic addressing.

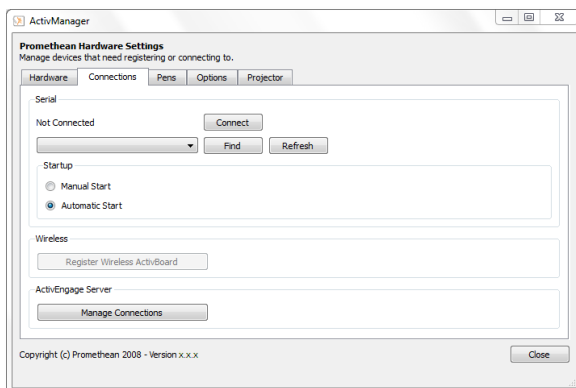
Setting up a manual connection

If your organisation uses neither Distributed Directory nor Centralised Directory, you need to complete some additional steps to connect.

1. Click **ActivManager**  and select **Control Panel** from the Context Menu. ActivManager opens.

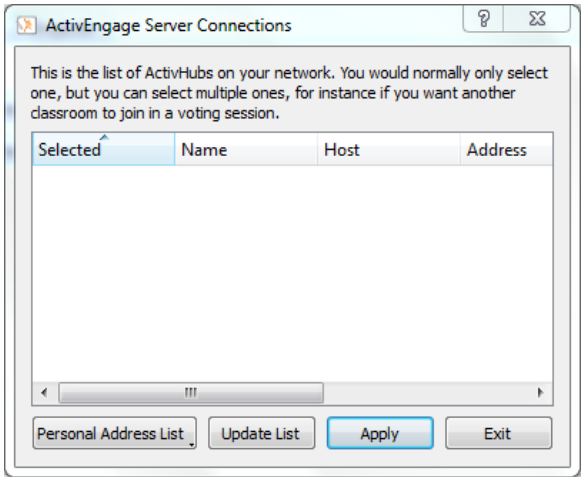


2. Select the 'Connections' tab.

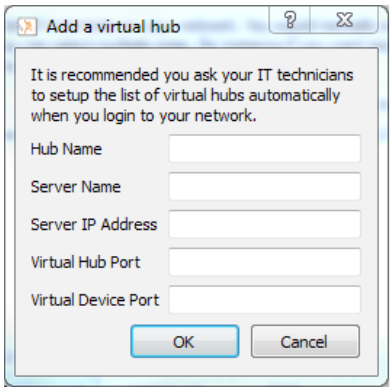


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3. Click **Manage Connections**. The 'ActivEngage Server Connections' dialog opens. If you have not set up any manual connections before, the list is empty.



4. Click **Personal Address List** and select **Add New Address**. The 'Add a virtual hub' dialog opens.



Make sure that you have the correct information before you enter the following details. All details are mandatory except the Server IP Address:

Hub Name	Name given to the virtual ActivHub in the 'Classroom Server Control' dialog.
Server Name	Name given to the computer at installation. This is also known as the netbios or host name, and must also be localhost.
Server IP Address	External IP address of the server computer.
Virtual Hub Port	Available from the server menu (defaults are 9192 and 9193 respectively)
Virtual Device Port	

For example:

It is recommended you ask your IT technicians to setup the list of virtual hubs automatically when you login to your network.

Hub Name: Promethean1

Server Name: MrsBrown

Server IP Address: 192.161.1.1

Virtual Hub Port: 9193

Virtual Device Port: 9194

OK Cancel

- When you have entered the details, click **OK**. A confirmation dialog opens.
- Click **Yes**. The 'ActivEngage Server Connections' dialog now shows the virtual ActivHub you created. At this point the virtual ActivHub is not yet connected.

This is the list of ActivHubs on your network. You would normally only select one, but you can select multiple ones, for instance if you want another classroom to join in a voting session.

Selected	Name	Host	Address
<input type="checkbox"/> Not connect...	Promethean1	MrsBrown	192.161.1.1

Personal Address List Update List Apply Exit

- Check the 'Selected' box next to the virtual ActivHub and click **Apply**.

If the details you entered in the 'Add a virtual hub' dialog are correct, two things happen:

- A check mark and the word 'Connected' appear next to the virtual ActivHub, which is highlighted green.
- A Popup message indicates that ActivManager has found one device.

This is the list of ActivHubs on your network. You would normally only select one, but you can select multiple ones, for instance if you want another classroom to join in a voting session.

Selected	Name	Host	Address
<input checked="" type="checkbox"/> Connected	Promethean1	MrsBrown	192.161.1.1

Personal Address List Update List Apply Exit

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You can use the horizontal scrollbar to see more information about the virtual ActivHub.

If the virtual ActivHub is highlighted:

- Yellow - the virtual ActivHub may be unavailable for one of the following reasons:
 - It is already in use by another teacher.
 - It is unavailable due to network issues.
 - The details of the virtual ActivHub have changed since the last time you connected to it.
 - Red - the virtual ActivHub exists but is currently not available.
 - Blue - the virtual ActivHub exists but some of the details have changed since the last time you connected to it. This could be because your network uses dynamic addressing.
8. Select the virtual ActivHub, click **Personal Address List** and select **Edit Selected Address**, enter the correct information and click **OK**, then go back to Step 4.

When you have successfully connected to the server, two things happen:

- A check mark and the word 'Connected' appear next to the virtual ActivHub, which is highlighted Green.
 - A Popup message indicates that ActivManager has found one device.
9. Click **Exit** to close the dialog.

DOWNLOADING THE PROMETHEAN ACTIVENGAGE MOBILE CLIENT

The Promethean ActivEngage Mobile client is available for downloading as follows:

- iOS devices – from the Apple AppStore
- Android devices – from Android Market
- Android devices (US only) – from Amazon Appstore for Android

To install the client, follow the standard installation process for the device.

Quick Start Guide

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This part of the Startup Guide is about registering Promethean ActivEngage Mobile clients in ActivInspire or Promethean ActivOffice, and about running voting sessions. The process is very similar in ActivInspire and Promethean ActivOffice.

In this section we assume the following:

- That Promethean ActivEngage Server has already been set up. For details of how to do this, see the previous section [Installation and setup](#).
- That the Promethean ActivEngage Mobile client has already been installed on the mobile devices that are about to be registered. For download details, see the previous section [Installation and setup](#).
- That the client devices are connected to the required network via WiFi. You may need to consult your network administrator for information on how to do this before you start.
- That you are familiar with using Promethean ActivOffice or ActivInspire. For details of relevant information sources, see [More information](#) at the end of this guide.

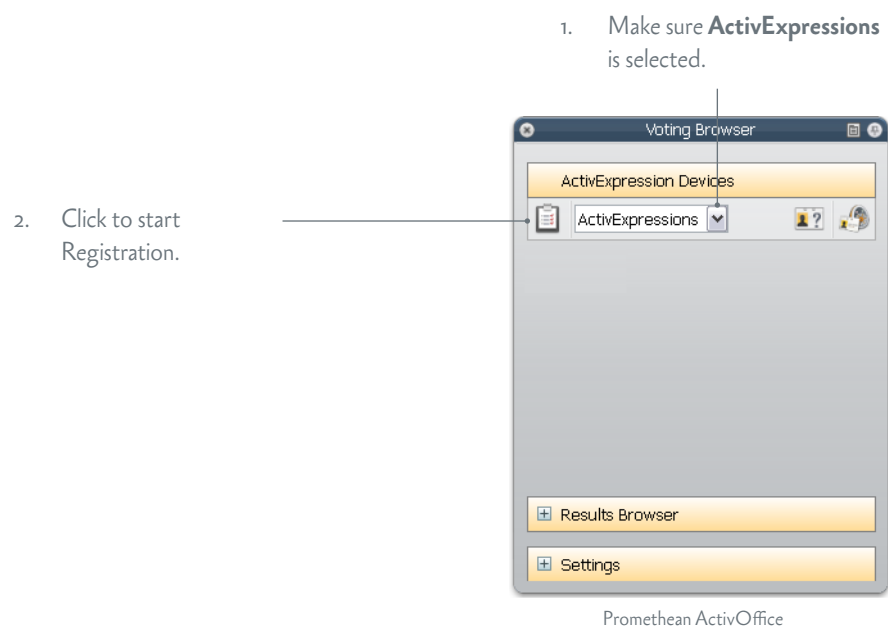
Registration

Device registration is the process of telling the virtual ActivHub how many Promethean ActivEngage Mobile clients there are in the classroom, and their names.

You need to register Promethean ActivEngage Mobile clients to the teacher's virtual ActivHub *before* you begin a voting session.

ON THE COMPUTER

You start registration from the **Voting Browser** in ActivInspire or Promethean ActivOffice.



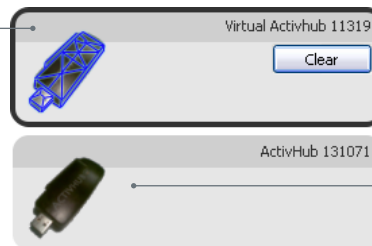
Promethean ActivEngage Mobile

Make sure that learners have started the Promethean ActivEngage Mobile client.

In Device Registration in ActivInspire or Promethean ActivOffice, select *your* blue virtual ActivHub, then select **ActivEngage(s)** before you click **Register**.

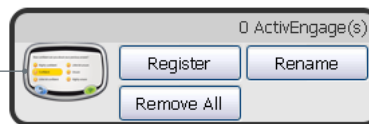
3. Select *your* virtual ActivHub.

Other physical and virtual ActivHubs may be displayed above or below your own.



Physical ActivHub

4. Select **ActivEngage(s)**.



During registration, ActivInspire and Promethean ActivOffice allocate names to Promethean ActivEngage Mobile clients.

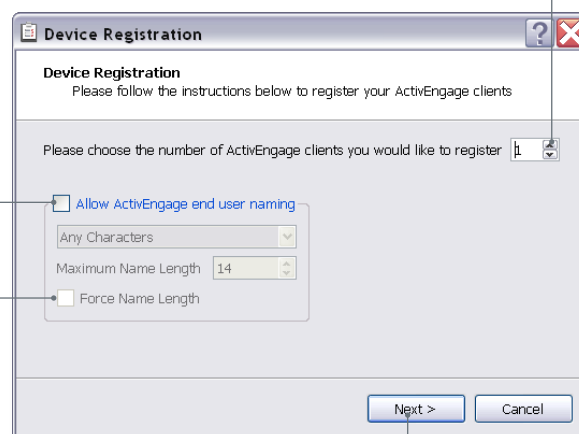
You have two choices at this time:

- Let the software use the default device names. If there are any duplicate names, the software automatically numbers the clients consecutively; for example iPad1, iPad2 and so on.
- Let learners enter a name with the keypad or on-screen keyboard.

5. Choose number of devices you wish to register.

Check if you want to let learners name devices.

Specify naming options if required.



6. Click to proceed.

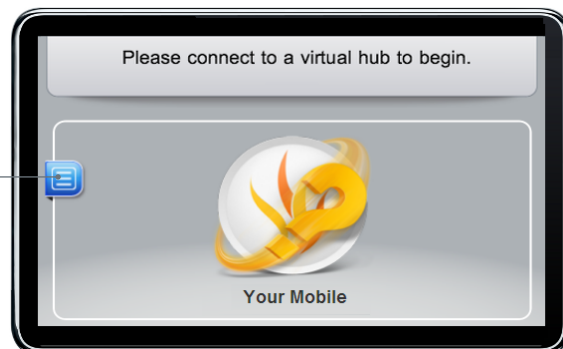
3-letter PIN to be entered on learners' mobile devices



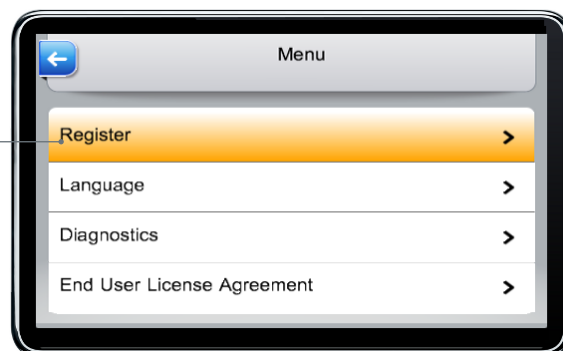
ON THE MOBILE DEVICES

To register, learners must enter the 3-letter PIN generated in ActivInspire or Promethean ActivOffice on their devices.

1. Tap **Menu**.



2. Tap **Register**.



Promethean ActivEngage Mobile

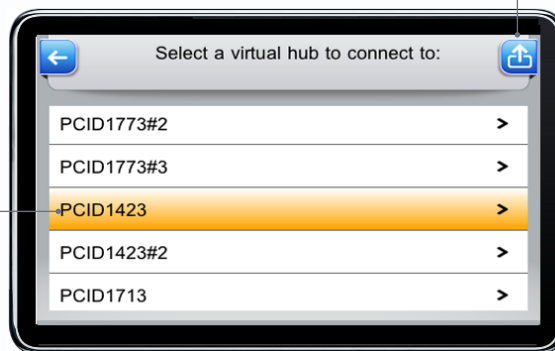
Learners in institutions that use Distributed Directory mode need to complete the following additional steps:

Note:

Learners may need to scroll up or down to display *your* virtual ActivHub.

1. Tap to select *your* virtual ActivHub from the list.

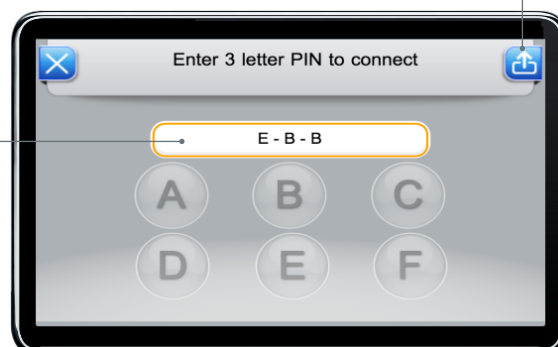
2. Tap **Send**.



All learners must complete the following steps:

3. Enter 3-letter PIN.

4. Tap **Send**.

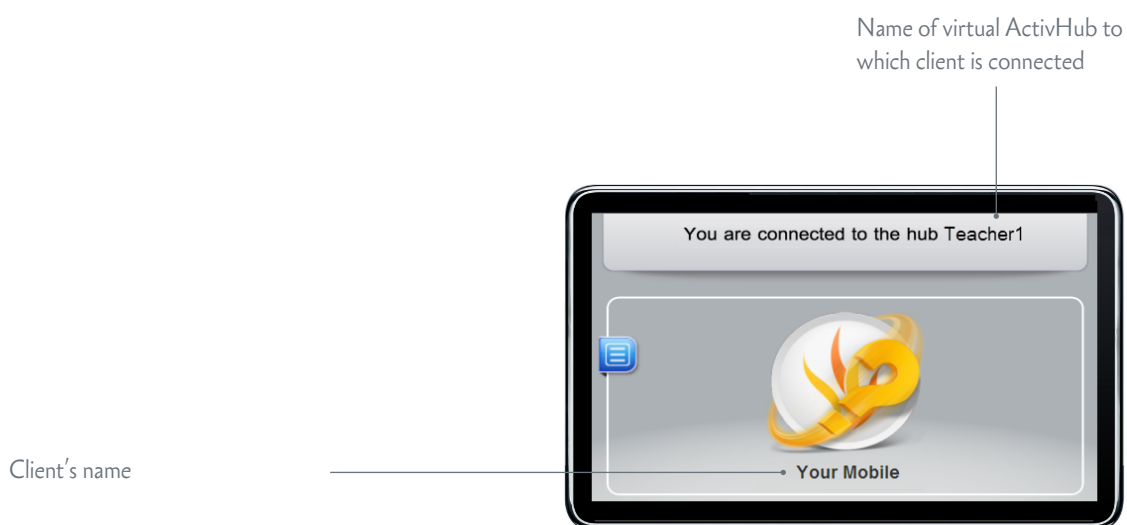


If you chose to let learners name their Promethean ActivEngage Mobile clients, they must enter the name now.



The PIN and, if entered, the name, is sent to ActivInspire or Promethean ActivOffice.

If learners have entered the correct PIN, the device now shows that the client is registered and connected to the selected virtual ActivHub.

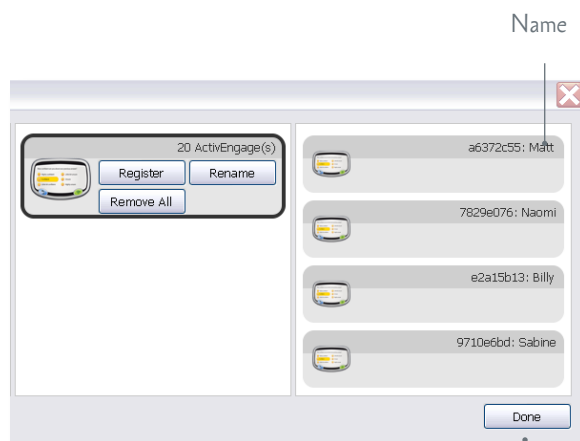


Promethean ActivEngage Mobile

ON THE COMPUTER

As soon as all required learners send the correct PIN, Device Registration in ActivInspire or Promethean ActivOffice shows their Promethean ActivEngage Mobile clients as registered.

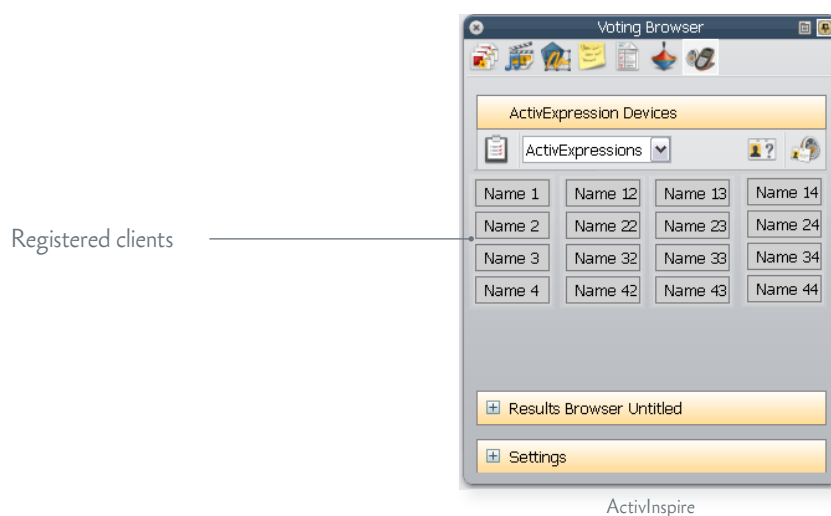
Each client's name is displayed on the right of the Device Registration dialog. The name is either the one entered by the learner, or the name of their device.



Check the **Voting Browser** in ActivInspire or Promethean ActivOffice at any time to see the list of clients registered to your virtual ActivHub.

You can add more clients to the register as necessary, *but only when there is no voting session in progress.*

Start registration, specify the number of additional clients, then complete the steps as shown before.



Voting

Once learners have registered, and they are connected to the correct ActivHub, they can use their Promethean ActivEngage Mobile client to answer questions you ask in ActivInspire or Promethean ActivOffice.

If you have ActivExpression devices, you can use these in the same voting session as Promethean ActivEngage Mobile clients.

VOTING SESSIONS

There are three types of voting session.

Session	Description
ExpressPoll	Learners answer a quick or ad hoc question. You can hold an ExpressPoll at any time, even when there is no flipchart or slide show open.
Prepared Questions	<p>Learners answer prepared questions.</p> <p>You can insert one question and an optional follow-on question into each flipchart page or slide. Questions appear on the flipchart page or slide, they are not sent to the devices.</p> <p>All learners answer the same question at the same time.</p>
Self-Paced Questions	<p>Questions are sent to each learner's device one question at a time.</p> <p>Each learner works through the question set at their own pace.</p>

QUESTION TYPES

You can choose from the following question types:

- Multiple choice
- Sort in order
- Yes/No
- True/False
- Likert Scale
- Text Entry
- Number Entry

For more information about voting sessions, and how to prepare question pages or slides, see one of the following:

- [ActivInspire WebHelp](#)
- [Promethean ActivOffice WebHelp](#)

Promethean ActivEngage Mobile

ExpressPoll

Use **ExpressPoll** to quickly ask a question and capture learners' responses. For example, to assess learners' confidence at the start, then to check for changes in perception later in the lesson.

Click **ExpressPoll**.

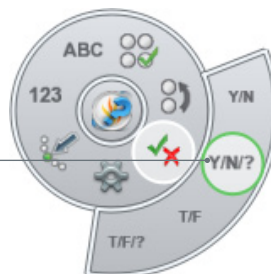
In Promethean ActivOffice you can also select **ExpressPoll** from the ribbon.

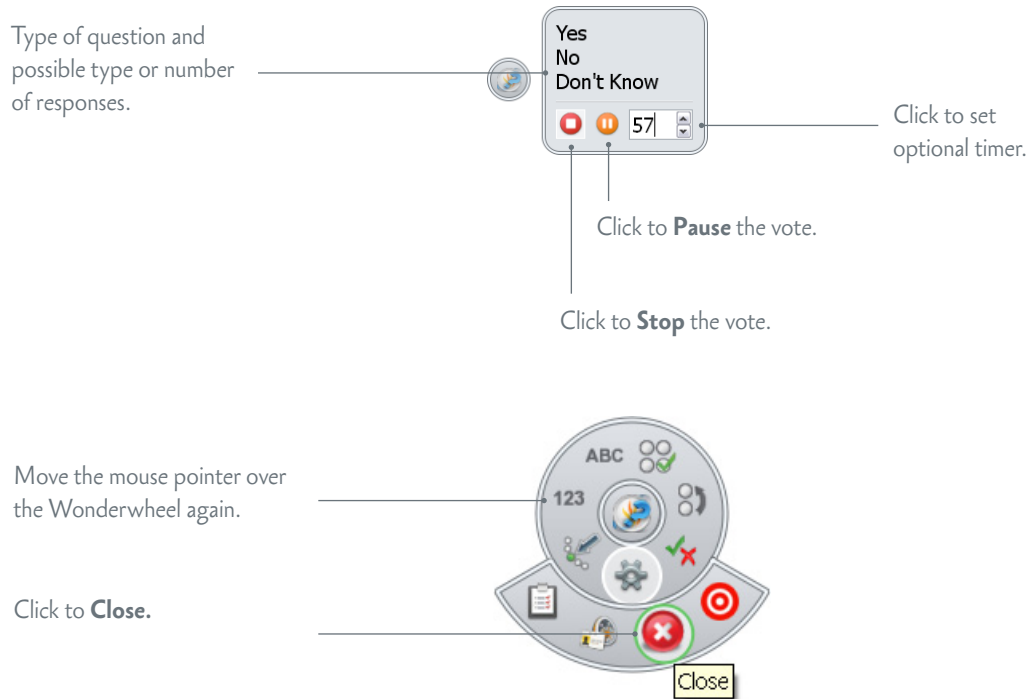


Move the mouse pointer over the Wonderwheel to display options.

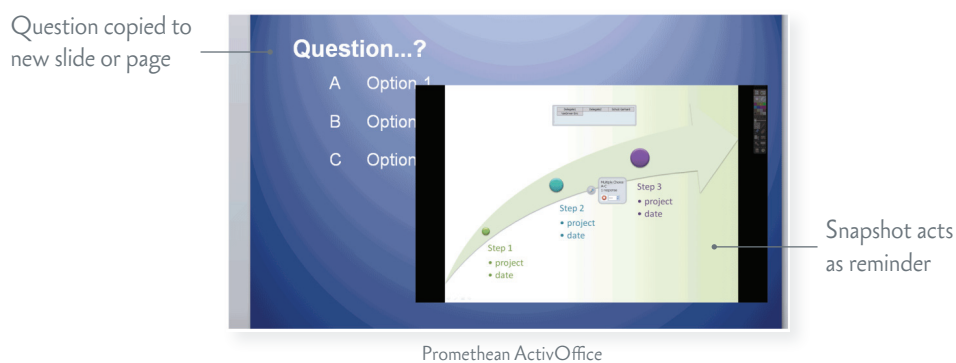


Select a question type and options.





When you ask a question with **ExpressPoll**, the system copies the question data to a new page or slide at the end of the flipchart or show, together with a snapshot of the original page or slide. This gives you the option to use the question in another session. You can edit the question properties with **Question Manager** and format the page or slide.



For more information about **ExpressPoll**, see one of the following:

- [ActivInspire WebHelp](#)
- [Promethean ActivOffice WebHelp](#)

Prepared questions

Use the Question Manager in ActivInspire or Promethean ActivOffice to prepare individual questions in advance. The process is identical in both, although there are some small differences in the layout of the Question Manager screen.

In ActivInspire you can insert single questions into different flipchart pages in multiple flipcharts. In Promethean ActivOffice you can insert single questions into different slides in a single slide show.

Regardless of which Promethean presentation software you use, make sure you only insert *one question*, and an optional follow-on question, into each slide or page. As soon as you insert more than one question you are creating a Self-Paced Question Set and enter a different world of learning. We introduce Self-Paced Question Sets in the next topic.

Go to another page.

Enter **Question Properties**.

Go to another flipchart

Select **Question Type**

Optional:
Include a follow-on question.

Choose how the question will appear on the page or slide.

ActivInspire

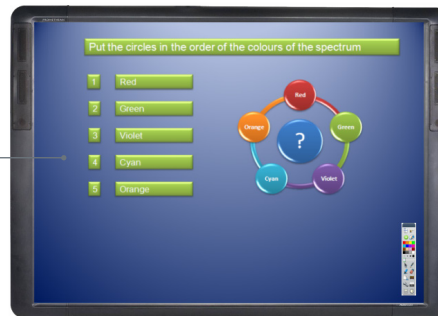
Click to **Close**.

Click to discard any changes since last **Apply**.

Click to **Apply** changes and continue working in **Question Manager**.

Make sure that your learners have started Promethean ActivEngage Mobile on their devices and that they are connected to the correct virtual ActivHub.

Navigate to a page or slide that contains a previously prepared question.



The **Start Vote**  button is now enabled.

Click to **Start** the vote.



Promethean
ActivOffice




ActivInspire

Click to **Stop** the vote.



Click to set optional timer.

The voting session stops in one of three ways:

- All learners answer the question.
- You click **Stop Vote** .
- The timeout is reached.

For more information about prepared questions see one of the following:

- [ActivInspire WebHelp](#)
- [Promethean ActivOffice WebHelp](#)

Self-Paced Question Sets

Unlike prepared questions, where all learners respond at the same time, Self-Paced Question Sets allow individuals to progress at their own pace. During a voting session, questions are *not* displayed on the page or slide. Instead, learners receive each question on their Promethean ActivEngage Mobile device, one question at a time.

You can:

- Enter as many questions as you wish into a question set.
- Group questions into up to 9 levels of difficulty.
- Choose how many questions each learner must answer correctly before they can progress to the next level.
- Shuffle questions to change their order.
- Randomise questions, so that each learner receives all questions in a different order from the others.
- Auto-generate basic numeracy questions with the **Question Generator**.

Use the **Question Manager** to prepare Self-Paced Question Sets. The process is almost identical to the process of creating single questions. But instead of creating a single question on each page or slide, you just keep going and create as many questions as required.

Quickly insert a number of questions.

Choose to send feedback to learners.

Choose look and feel of page or slide.

Question Generator
Enter **Test Properties**.

Promethean ActivOffice

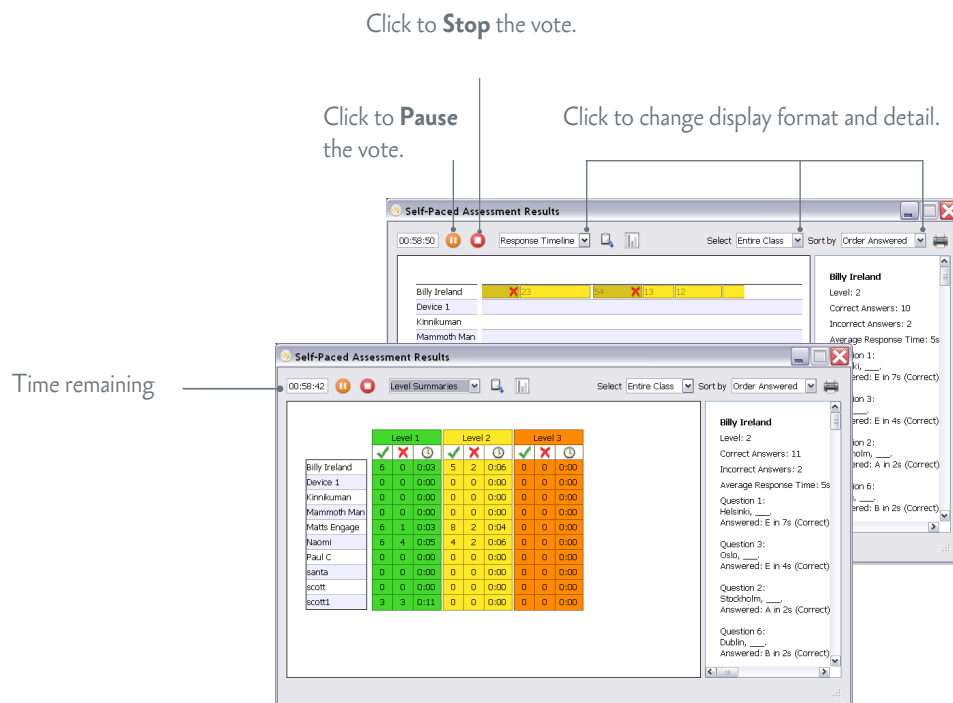
Each response is displayed in ActivInspire or Promethean ActivOffice as soon as it has been sent.

You can choose between two display formats:

- Timeline
- Level Summaries

These show you at a glance:

- How well learners are doing individually and as a group.
- If anyone is struggling or racing ahead.

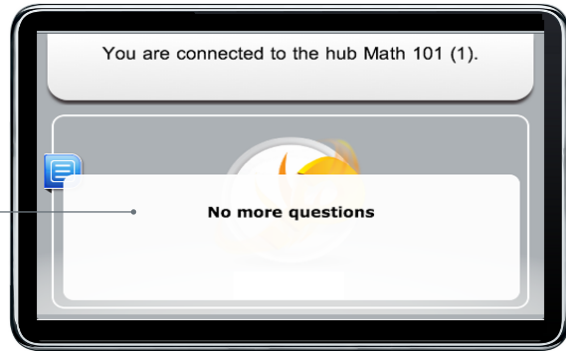


You can pause a session at any time to clarify matters, to provide additional information, or to open a discussion. Learners cannot respond while the vote is paused. When you resume the vote, the client displays the previous question again.

Promethean ActivEngage Mobile

When a learner has answered all questions, the device briefly displays a confirmation message.

Learners know when they have completed the task



If you stop the vote before the timeout is reached, learners cannot send any more responses and all devices display a confirmation message.

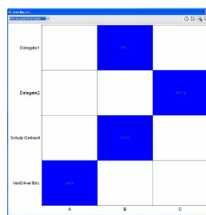
For more information about Self-Paced Question Sets, see one of the following:

- [ActivInspire WebHelp](#)
- [Promethean ActivOffice WebHelp](#)

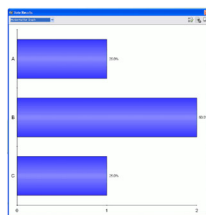
Voting results

You can display voting results at any time from the **Voting Browser**. Results are displayed in pop-up windows in ActivInspire or Promethean ActivOffice.

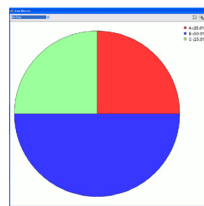
You can display results in eight different formats:



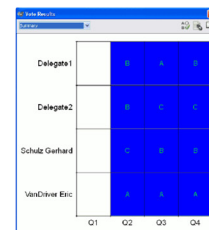
Who Answered
What Graph



Horizontal
Bar Graph



Pie Chart



Summary

Question	Response	Time
Q1	B	11.0 s
Q2	C	10.1 s
Q3	B	13.3 s
Q4	A	9.3 s

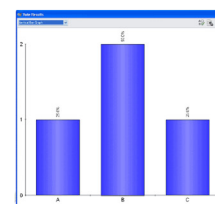
Who Answered
What List

Question	Score	%
Q1	0	0.0
Q2	0	0.0
Q3	0	0.0
Q4	0	0.0

Overall Teacher Paced
Score

Question	Percentage
Q1	25.00%
Q2	50.00%
Q3	25.00%

Text Report



Vertical Bar Graph

You can also:

- Paste results into your flipchart or slide show.
- Access results later with the **Results Browser**.
- Export voting results to Microsoft Excel. *

* ActivInspire users require Professional Edition version 1.4 or later to export Self-Paced Question Set results.

For more information about voting results and how to display and interpret them, see one of the following:

- [ActivInspire WebHelp](#)
- [Promethean ActivOffice WebHelp](#)

App Guide

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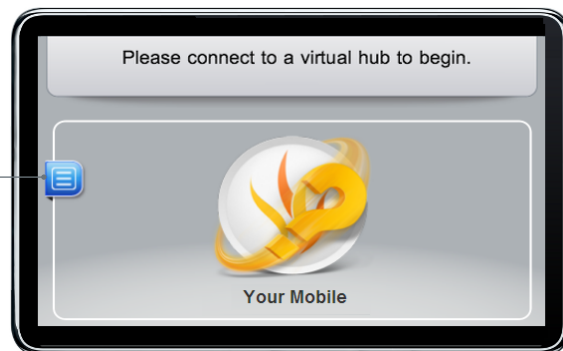
This part of the Startup Guide takes you on a visual tour of the Promethean ActivEngage Mobile app.

Tap the icon to start the
Promethean ActivEngage Mobile app



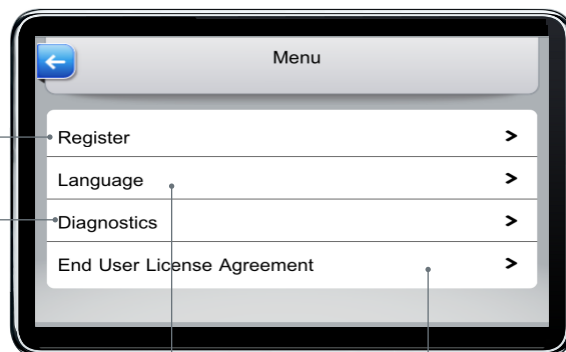
Menu options

Display **Menu** options



Register your device on
the virtual ActivHub

Run **Diagnostics**



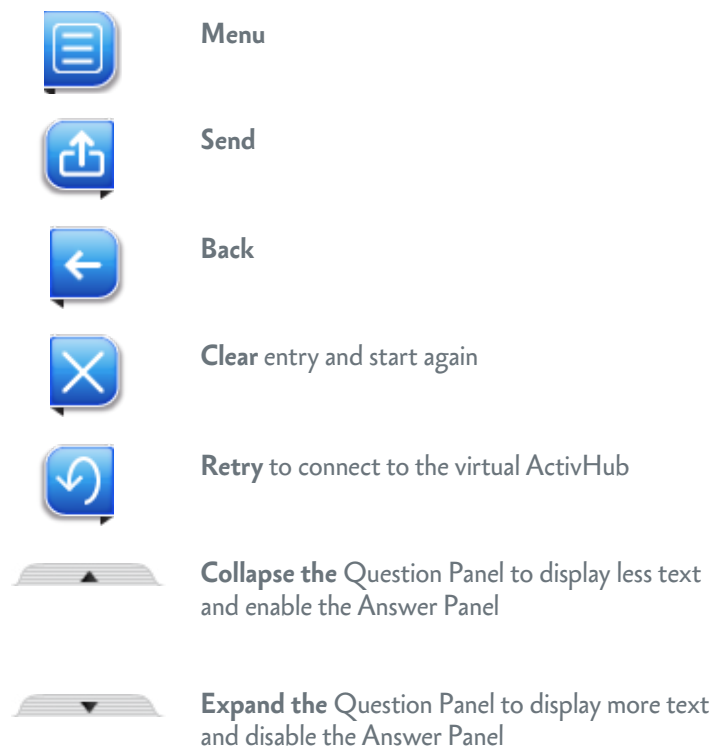
Change the app's **Language**

Read the **License Agreement**

Promethean ActivEngage Mobile

Icons

Dark blue indicates an icon is enabled, while pale blue means it is disabled. For example, **Send** is disabled until you have chosen all required options for a multiple choice question.

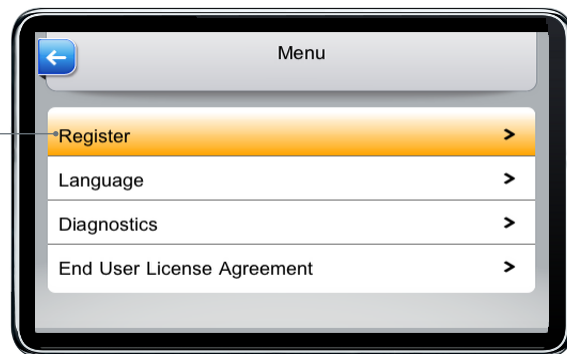


Scrolling

- To display more or less of the text of a long text question in the Question Panel, tap the **Expand** or **Collapse** icons above.
If the text is still too long to fit into the expanded panel, drag the content to scroll.
- To scroll up and down when there are too many options to display in the Answer Panel, drag the content to scroll.

Register it

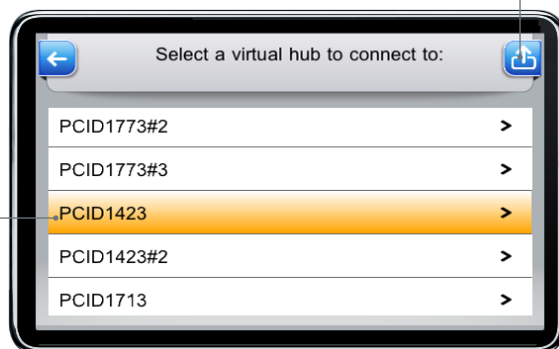
Register your device on the virtual ActivHub



Only on networks that use **Distributed Directory**:

Send

1. Select *your teacher's* virtual ActivHub from the list.
2. Tap **Send**.

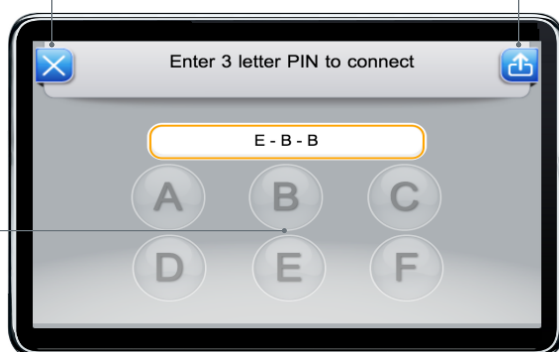


On all networks:

Clear

Send

1. Tap softkeys to enter 3-letter PIN.
2. Tap **Send**.

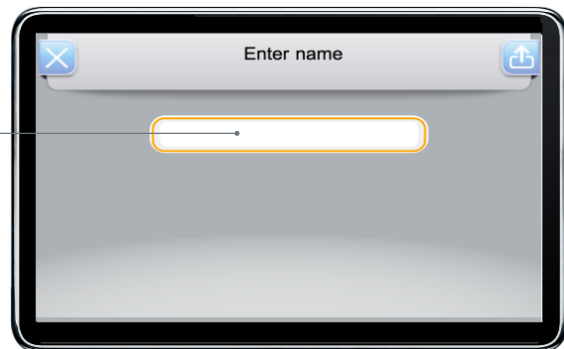


Promethean ActivEngage Mobile

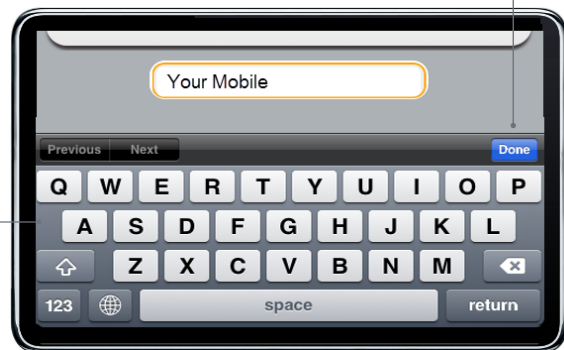
Name it

If your teacher has enabled device naming, enter the name when you see this screen:

1. Tap in Text Field to display virtual keyboard.



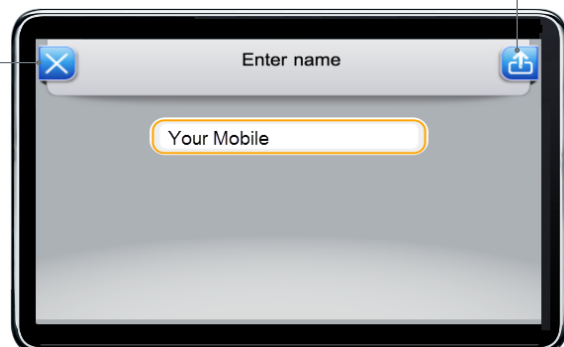
2. Tap keys to enter name,



3. Tap **Done**.

Clear

4. Tap **Send**.

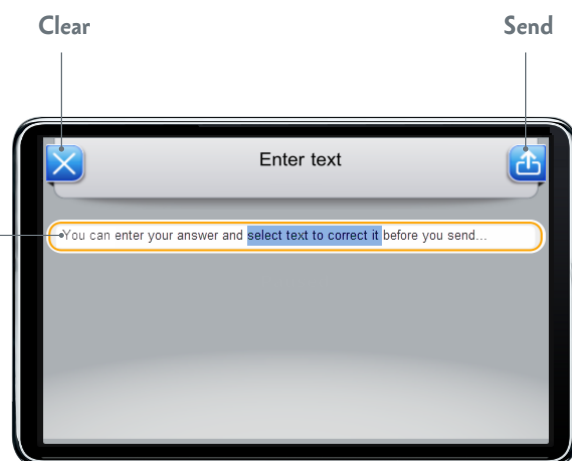


Answer individual questions

The answer process is the same for ad-hoc questions with ExpressPoll, and individual prepared questions on a flipchart page or slide.

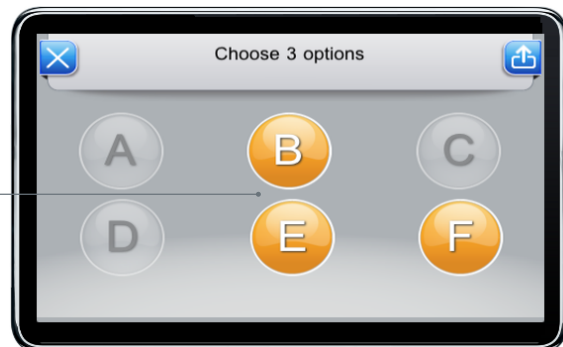
TEXT

1. Tap in text field to display virtual keyboard.
2. Enter up to 255 characters, make any corrections.
3. Tap **Send**.



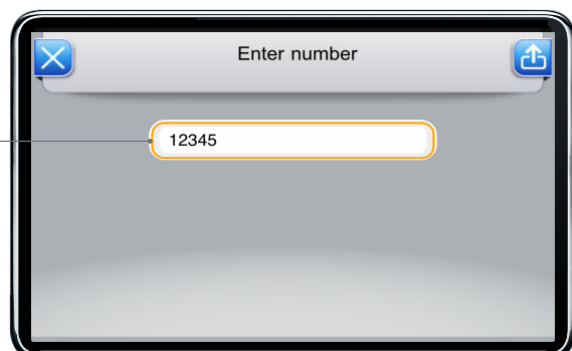
MULTIPLE CHOICE

1. Select appropriate number of options.
2. Tap **Send**.



NUMERIC

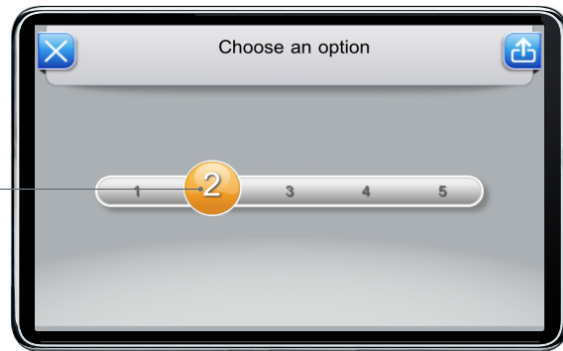
1. Tap in text field to display virtual keyboard.
2. Enter the number, make any corrections.
3. Tap **Send**.



Promethean ActivEngage Mobile

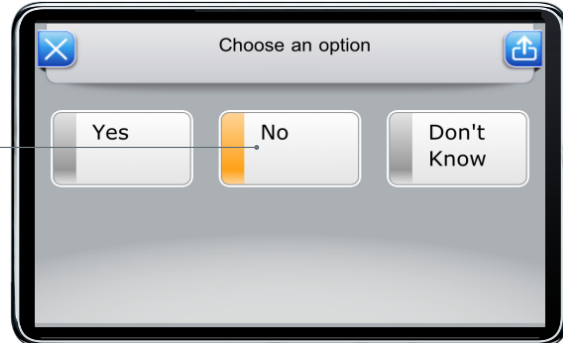
LIKERT

1. Drag slider horizontally to highlight the option of your choice.
2. Tap **Send**.



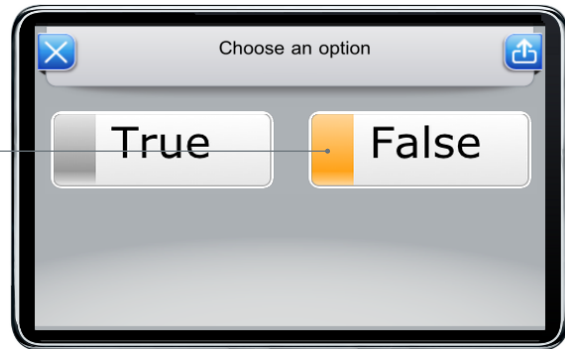
YES. NO. DON'T KNOW.

1. Tap an option.
2. Tap **Send**.



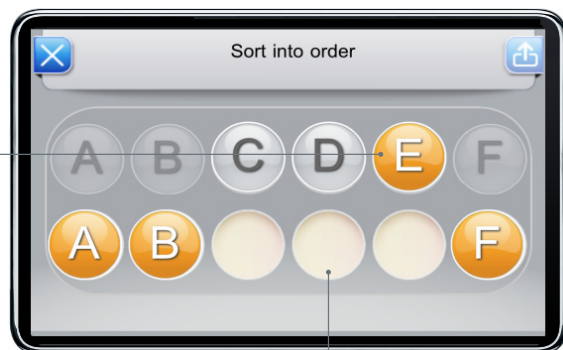
TRUE. FALSE.

1. Tap an option.
2. Tap **Send**.



SORT INTO ORDER

1. Select one option at a time.

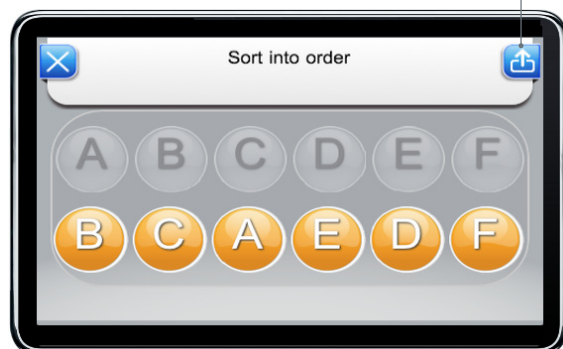


2. Tap destination slot.

If you make a mistake, tap the incorrect option again to undo it.

To undo all and start over, tap **Clear**.

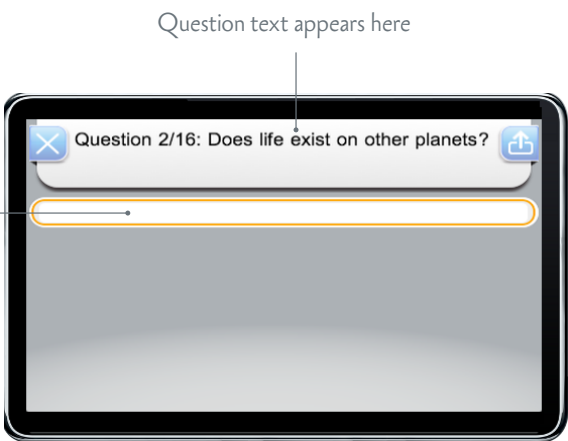
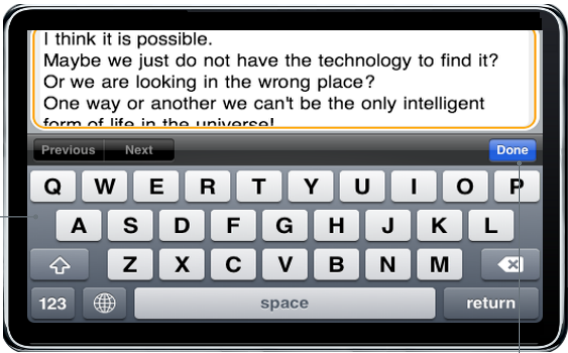
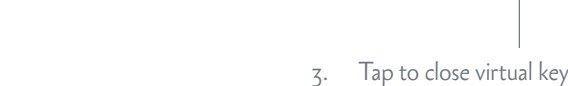
3. When all slots have been correctly filled, tap **Send**.



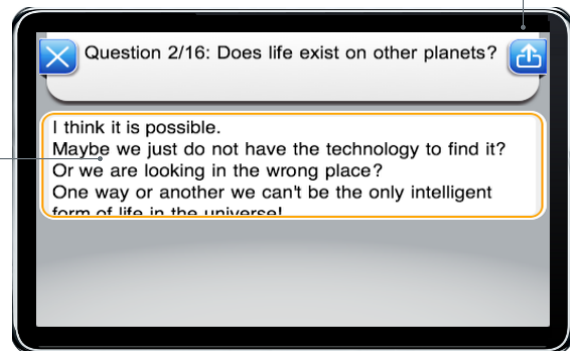
Answer Self-Paced questions

Unlike individual questions, Self-Paced questions *do not* appear on the board or computer, they are displayed on the mobile device.

TEXT

1. Tap in answer field to display virtual keyboard.
2. Use virtual keyboard to enter up to 255 characters and make any corrections.
3. Tap to close virtual keyboard.

4. Tap in answer field and drag to scroll through long answer.
5. When you are happy with the answer, tap **Send**.

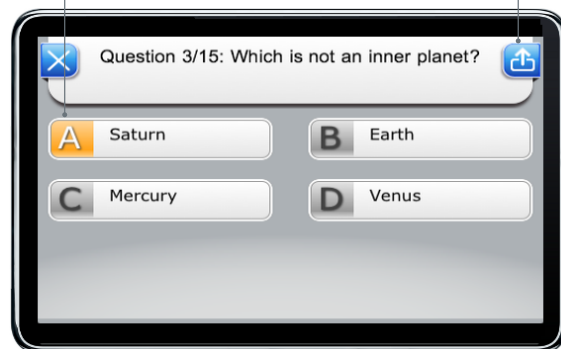


MULTIPLE CHOICE

1. Tap an option to select it.
2. When you are happy with the answer, tap **Send**.

If you make a mistake:

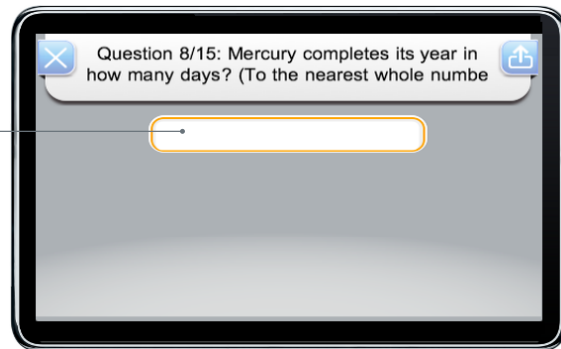
- For single option answers, simply tap the correct option.
- For answers with several options, tap the incorrect option, then tap the correct one.



Promethean ActivEngage Mobile

NUMERIC

1. Tap in answer field to display virtual keyboard.

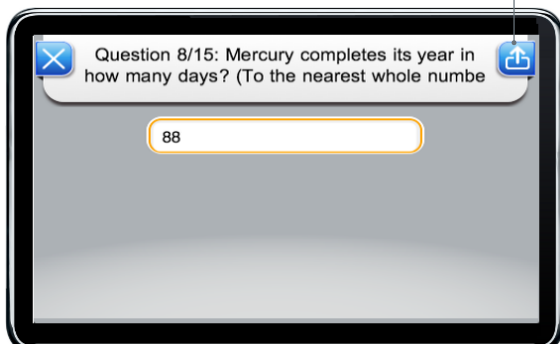


2. Use virtual keyboard to enter answer and make any corrections.



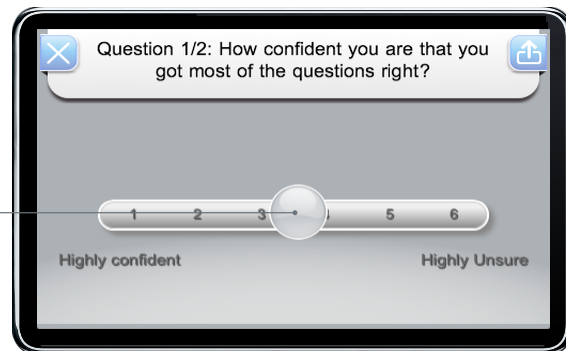
3. Tap to close virtual keyboard.

4. When you are happy with the answer, tap **Send**.

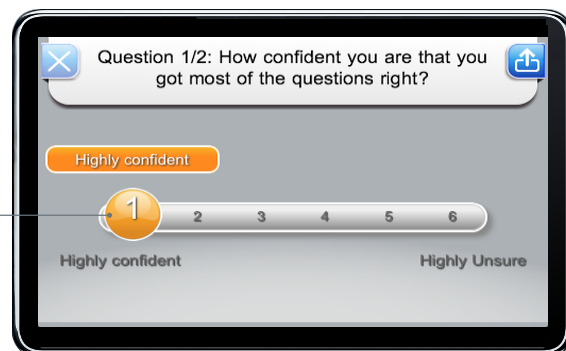


LIKERT

1. Tap the slider.

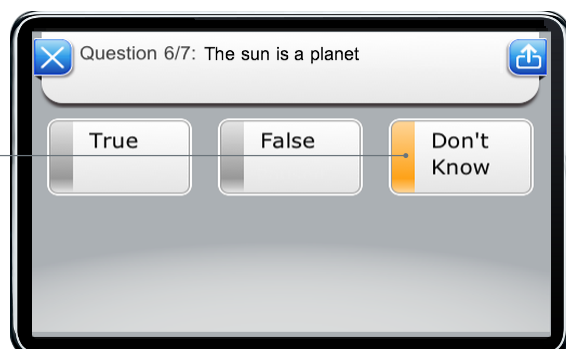


2. Drag the slider to highlight the option that represents your answer, then tap **Send**.



TRUE. FALSE. DON'T KNOW.

Tap an option, then tap **Send**

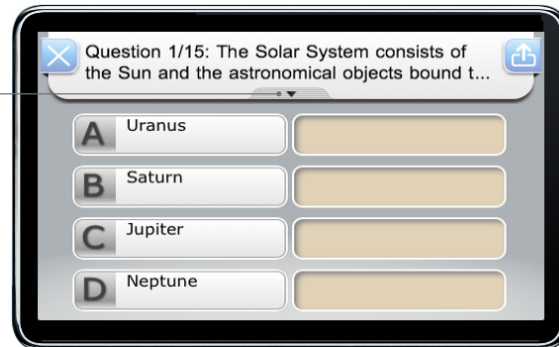


Promethean ActivEngage Mobile

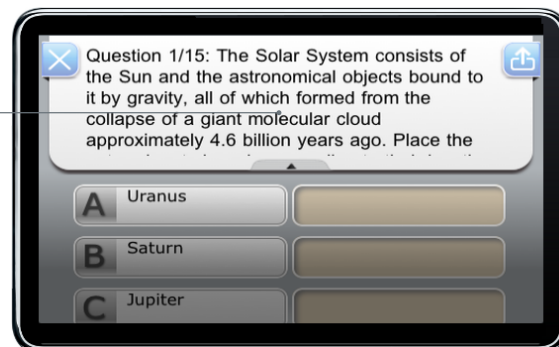
SORT INTO ORDER

Sometimes you have to scroll to read the full question text.

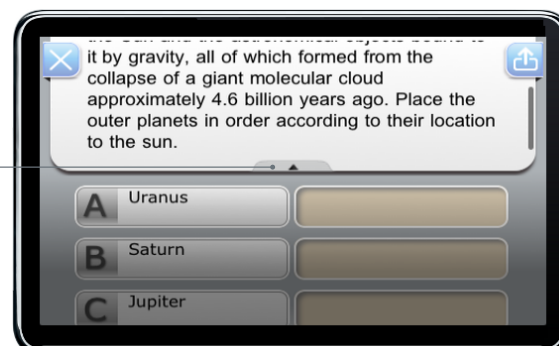
1. Tap to expand the Question Panel.



2. Drag to scroll through the text.



3. Tap to collapse the Question Panel.

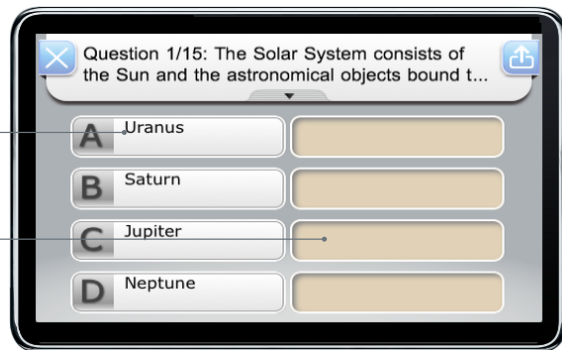


4. Select one option at a time.

5. Tap destination slot.

If you move an option to the wrong slot, tap it to undo.

6. When all slots have been correctly filled, tap **Send**.



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Promethean ActivEngage Mobile

This part of the Startup Guide contains links to other useful sources of information about other ActivClassroom products.

ActivInspire

If you are new to ActivInspire or want to quickly refresh your memory, read [Get Started with ActivInspire](#).

For more detailed information about ActivInspire, and how to prepare questions and run voting sessions with ActivInspire, see the [ActivInspire Webhelp](#).

Promethean ActivOffice

If you are new to Promethean ActivOffice or want to quickly refresh your memory, read the [Promethean ActivOffice Quick Start Guide](#).

For more detailed information about Promethean ActivOffice, and how to prepare questions and run voting sessions with Promethean ActivOffice, see the [Promethean ActivOffice Webhelp](#).

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